

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-exempt

TITLE: Hotel Night Auditor

PAY PLAN/SERIES/LEVEL - NF0525-2

MAJOR DUTY DESCRIPTION:

Performs night audit functions. Checks front desk accounting records for accuracy, and, on a daily basis, summarizes and compiles information for the hotel's financial records. Tracks room revenues, occupancy percentages, and other front desk operating statistics. Prepares daily summary of cash, check, and credit card activities reflecting the hotel's financial performance. Post room charges to guest accounts. Processes credit card vouchers. Verifies all account postings and balances made during the day by front desk clerks. Performs duties as desk clerk in terms of check-in/out, and reservations.

QUALIFICATION REQUIREMENTS:

One year of work experience performing duties similar to those described above. Examples of such duties would be those associated with working as a desk clerk or as an accounting technician. Ability to use a computer for word processing or data entry.

CONDITIONS OF EMPLOYMENT:

A National Agency Check is required.